

## ASSESSOR

**Position Title:** Assessor

**Department:** Clerk-Treasurer's Office

**Department Head:** Clerk-Treasurer

**Immediate Supervisor:** Clerk-Treasurer

**Pay Range:** 9 **FLSA Status:** Non-exempt

<b>APPROVED:</b>	April 5, 2000
<b>REVISED:</b>	September 15, 2014
<b>REVISED:</b>	
<b>REVISED:</b>	

### Purpose

Performs supervisory administrative and technical work to manage the Office of Assessing for determining and coordinating the valuation and classification of all real and personal property in the City of Willmar.

### Organizational Relationships

Communicates with: *Internally* - City Administrator, City Attorney, City Clerk, Engineer's Office, Planning and Development Services Office; *Externally* County Assessor's Office, County Recorder's Office, MN Dept. of Revenue, various county assessors, independent appraisers, legal representatives of property owners, property owners - business and individual, MAAO and IAAO-State and National Assessing Associations.

Supervises: Appraiser and Appraiser II.

### ESSENTIAL FUNCTIONS

Analyze sales, cost, and income and expense information for land, residential, commercial, industrial and apartment properties in the City of Willmar.

Review various manuals, state statutes and new legislation in order to comply with and meet all deadlines.

Develop various spreadsheets that layout the various land and building values throughout the City of Willmar for every type of property; use various statistical reports to develop the individual breakdowns.

Direct staff in the use of spreadsheets and manuals developed for the annual re-valuation of real and personal property.

Personally inspects 20% of the all agricultural/commercial/industrial/apartment building properties and 20% of assigned residential properties on an annual basis, review blue permits for new construction of the above types of properties and calculate values for the above based on various schedules previously determined.

Spot check various property values to verify that valuation schedules were correctly applied; review worksheets to see that appraisers' accomplished percentage changes.

Answer questions regarding valuation/classification after notices are sent to all property owners notifying them of the Board of-Appeal and Equalization meeting; explain new valuations to board members, answer questions, and explain new valuations to attending property owners; and answer questions and make a recommendation to the Board regarding appeals.

# ASSESSOR

## **ESSENTIAL FUNCTIONS (Continued)**

Negotiate with property owners or legal representative regarding values if a negotiated value cannot be reached after reviewing the property's value based on sales or income information; prepare a written appraisal and/or give oral testimony at trial. Confer with County Assessor if an independent appraisal should also be obtained for use as evidence in the trial.

Review all sales and determine when sales should be used in Department of Revenue sales study and if necessary, contact property owners for details on questionable sales; review with DOR representatives any sales that are questioned by DOR.

Provide direction to staff on questionable homesteads, difficult land splits, new plat types, and difficult property classifications; and assist staff when they have problems dealing with difficult property owners.

Attend DOR law seminars and computer programmer seminars when new legislation is passed regarding property taxation; coordinate between staff and County Assessor's office to ensure new laws are uniformly applied.

Determine annual departmental budget by considering past budget, new needs with regard to staff (workload), equipment and materials.

Set up new and better methods of valuing properties.

Miscellaneous duties include the final approval of the annual report, reviewing proposed new plats and commercial/industrial building permits estimating real estate taxes for proposed new construction, overview of the payment and collection of special assessments, signing time sheets of appraisers and reviewing subordinates' performance.

## **Other Duties and Responsibilities**

Monitors data processing needs and solicits assistance on data equipment to ensure optimum computerization of records. Recommend new appraisal software to department director.

Performs other related duties as assigned by supervisor or as apparent

## **Required Knowledge, Skills, and Abilities**

Knowledge of property appraisal principles and state laws regarding property taxation, various math skills.

Knowledge of various mathematical and accounting principles including some knowledge of statistics.

Knowledge of relevant state statutes, Minnesota Property Tax Administrator's Manual and Minnesota Homestead Classification Manual.

Knowledge of various appraisal text books by the state and national appraisal associations and MN Legal Register, which is a summary of court cases on property values and classifications.

Ability to plan, organize and coordinate the valuation process.

Skill in communicating with property owners and explaining valuation process and various laws.

Skill in using various math/statistical applications along with appraisal/accounting principles.

Skill to read and use various types of maps.

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## MINIMUM QUALIFICATIONS

Accredited Minnesota Assessor and valid Minnesota Assessor's License and five years of progressively responsible experience in the appraisal field including three years of administrative and/or management experience with appraisal and assessing work.

*Machines, tools and equipment used:* calculator-regular and financial, personal computer, CRT terminal, telephone, camera, tape measure, engineer scale and City vehicle.

## Preferred Qualifications

Senior Accredited Minnesota Assessor, four-year degree in business **or** two-year degree with five years of administrative/management experience.

## Working Conditions

Work is spent indoors in a typical office setting and outdoors in and around residential and business areas including homes/buildings/new construction. Sits, stands, and walks to perform office and field work. Performs some physical and repetitive movements including lifting/carrying objects such as field books. Short term exposure to irritants/fumes, temperature extremes, and noise. Uses all types of vision, hearing, sense of touch to view properties and perform office work.